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| **Red Deer Ringette**Working Instruction: Team Manager |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* The manager of the team is a key role on the team and is a mandatory team position as per Ringette Alberta. Certification through Ringette Canada's training program is required and RDR will reimburse individuals for the cost of taking the online certification course. The Manager works closely with the Head Coach to plan out the season and preferred tournaments to enter. The Manager will also receive occasional emails from Ringette Alberta.

# Section 2.0 Approximate Time Commitment:

* Average of 6-10 hours a month.

# Section 3.0 Responsibilities:

* Must be certified by cutoff date as prescribed by Ringette Alberta and/or Ringette Canada.
* Confirm Team Roster Contact Information and report back to registrar.
* In cooperation with the Head Coach, determine team communication platform (Whatsapp, TeamSnap etc) for the season and who manages team schedule within the platform. Usually any subscription fees for the communication platform are covered through the team.
* Coordinate and distribute team apparel orders for regular season (if no apparel person, or online system that season).
* In cooperation with the Head Coach, complete and submit tournament entry forms.
* Work with the Team Treasurer to ensure timely submission of tournament fees.
* In cooperation with the Head Coach, submit Commitment to Attend Playdowns/Provincials to Ringette Alberta (depending on Division).
* Forward any invoices for Playdowns or Provincials to the Association Treasurer for inclusion in fee payments to RAB.
* In cooperation with the Head Coach, confirm attendance at any league playoffs or division wrap ups (depending on Division).
* Arrange the hotel booking room blocks for tournaments, Playdowns and Provincials as required.
* Act as contact person for provincials apparel orders.